CWIP Activity Name and Number:

Quarter and Fiscal Year:

CWIP Activity Manager’s Signature and Date:

|  | Review Question | Yes | No |
| --- | --- | --- | --- |
| 1 | Has a separate reconciliation been prepared for each CWIP activity? |[ ] [ ]
| 2 | Is the following CWIP activity information accurate? |[ ] [ ]
|  | * Activity #
* Activity Title
* Estimated Cost
 | * Estimated Placed in Service Date (i.e. Next “Big” Date
* Activity Manager
* Project Manager
 |  |  |
|  | 2a | If the answer to #2 above is “No”, was the correct information emailed to FO-FSB via the cwip.notification@noaa.gov email? |[ ] [ ]
| 3 | Does the CWIP reconciliation include all project and task codes that relate to the CWIP activity (including the codes used for CWIP indirect costs) and that have UDOs or costs on the CBS CWIP Report (CA500D)? (*Note*: Project codes that meet the purge criteria will not appear on the CWIP reconciliation.)Purge Criteria is as follows:* The project type is CWIPC or IUSDC, and
* Undelivered Orders (all SGL accounts 48xxxx) and budgetary Accounts Payable (only SGL accounts 49x1xx ) net to $0, and
* Unpaid Expenditures are $0, and
* Uncapitalized Costs (SGL accounts 172000 and/or 183200) net to $0, and
* Costs (all SGL accounts 49xxxx, both 49x1xx and 49x2xx) equals the Capitalized Costs).
 |[ ] [ ]
|  | 3a | If the answer to #3 above is “No”, were the missing project codes included in the Project Codes Not Included Above section along with an explanation as to why they are missing? |[ ] [ ]
|  | 3b | If the answer to #3 above is “No” and the project codes have a CWIP project type, have these project codes been emailed to FO-FSB to be added to the CWIP Activity Database? |[ ] [ ]
| 4 | Is there a negative balance in the “CWIP Per CA500D” column for any project and task code(s)? |[ ] [ ]
|  | 4a | If the answer to #4 above is “Yes”, has the necessary actions (e.g., SLT, DLA, NF 37-6, GJ, etc.) been taken to resolve the negative balance(s)? |[ ] [ ]
| 5 | Are explanations provided for all differences and/or adjustments? |[ ] [ ]
| 6 | Did you check the box certifying that the CWIP reconciliation is complete and accurate? |[ ] [ ]
| 7 | Did you sign the reconciliation? |[ ] [ ]
| 8 | Any additional comments/information regarding the CWIP Reconciliation: |  |
|  |  |  |